

**Resolution #2023-14 Adopting Per Diem and Compensation Policy
(Replaces and Repeals Resolution #2017-10)**

It is the Town Board's responsibility to set a policy on per diems and compensation claimed and expenses allowed for attendance at meetings, conventions, workshops, conferences, seminars, training sessions, and serving as employees.

Meetings and bona fide Town business outside of the normal scope of duties *may* qualify for a per diem payment and will be channeled through the Town Board, with exception to the following, regularly scheduled meetings that do not need prior approval:

- All posted Town Board meetings, Special Town Board meetings, Town/Electorate meetings, and meetings of official Town bodies such as appointed Town committees, commissions, boards, and departments;
- Joint Town/City meetings;
- Dunn Co. Unit/WTA meetings;
- Town Caucus and subsequent/continued meetings, if a board member is acting as the Caucus Chair;
- Annual road inspection and subsequent/continued meetings; and
- Board of Review and subsequent/continued meetings

Attendance at meetings/hearings specifically related to town matters *may* qualify for a per diem payment if approved by the Town Board and include, but are not limited to, those called by neighboring governments, town neighborhood groups, legislative bodies, civic organizations, and business associations.

Elected town officers will be compensated for attendance at meetings at a per diem rate set by the Town Electorate until altered by a Town Meeting pursuant to Wis. Stats. Chapter 60.10(1)(b)(1). One per diem will be paid for authorized meetings and bona fide Town business of up to two and a half (2.5) hours. Hourly wage compensation will also be set by the Town Electorate until altered by a Town Meeting.

More than one per diem may be claimed in one day if the official attends different meetings or town related events that are separate issues at different times of the day, with a maximum of two per diems claimed per day, regardless of how many meetings and town related events are attended.

Two (2) per diems may be claimed for all-day meetings, training sessions, or seminars, and for each day of a multiple-day meeting, training session, or seminar.

If approved, expenses for meals and lodging while attending a meeting or seminar will be reimbursed by the Town if the expense is accounted for through a receipt and completed expense report.

Mileage expenses will be reimbursed at the standard mileage rate established by the Federal Government for all approved activities held outside of the Menomonie area if the expense is substantiated by listing the purpose of travel and number of business miles driven.

For any official to be eligible for payment of a per diem or expense or mileage reimbursement claim, the official must physically attend the meeting claimed. Town Board members are entitled to receive per diems for attending teleconferences, webinars, and other "virtual" meetings in cases where the meeting involves no physical meeting place.

NOTE: Claims for per diems and reimbursable expenses will be reviewed and allowed or denied at the discretion of the Town Board at its regularly scheduled monthly meeting; therefore, it is recommended that the official obtain prior approval from the Town Board of any future, anticipated claims.

Elected Officers Serving as Employees [Wis. Stats. 60.37(4)(a)]: An elected town officer who also serves as a town employee may be paid an hourly wage for serving as a town employee, not exceeding a total of \$15,000.00 each year. Amounts that are paid under this paragraph may be paid in addition to any amount that an individual receives under s. 60.32 or as a volunteer fire fighter, emergency medical services practitioner, or emergency medical responder under s. 66.0501(4)(a). The \$15,000.00 maximum in this paragraph includes amounts paid to a town board supervisor who is acting as a superintendent of highways under s. 82.03(1).

PASSED AND ADOPTED by a majority vote of the Town Board of the Town of Red Cedar, Dunn County, Wisconsin, this 14th day of August, 2023.

RED CEDAR TOWN BOARD:

Bob Cook

Chairman

[Signature]

Supervisor #1

[Signature]

Supervisor #2

Donald Hagle

Supervisor #3

[Signature]

Supervisor #4

ATTEST:

[Signature]

Town Clerk

(Town Seal)



Posted: 8/15/2023

Historical Information

Update:

Resolution 2017-10 adopted June 12, 2017 (replaced and repealed 2013-8 and 2016-13).

Resolution 2023-13 adopted August 14, 2023 (replaced and repealed 2017-10) – updated Wis. Stat. 60.37(4)(a) language.